

## Preparation for Further Learning or Employment



Learner Name:		Reg No /ULN:	
Assessment Start Date:			
Training Centre/College:			

<b>Completed:</b>					
Learner Name:		Learner Signature:		Date:	
Assessor Name:		Assessor Signature:		Date:	
IQA Name (if sampled):		IQA Signature:		Date:	
EQA Name (if sampled):		EQA Signature:		Date:	

## Task 1: Identifying Your Personal Qualities, Strengths, Prior Learning, Skills and Experience

List and discuss with your tutor your personal qualities, strengths, prior learning, skills, experience.

<b>About you</b>	
<b>Personal qualities:</b>	

<b>Strengths:</b>	

<b>Prior learning:</b>	

<b>Skills:</b>	

<b>Experience:</b>	

**Task 2: Addressing opportunities and challenges during this learning programme.**

- a) State any potential opportunities that may be present when looking for further learning or development opportunities.

Opportunities

- b) State any potential challenges that may be present when looking for further learning or development opportunities.

Challenges

- c) Give an example of an advantage that could be achieved from addressing a challenge.

An advantage that could be achieved from addressing a challenge.

**Task 3: Action plan to overcome challenges and achieve personal goals**

Produce a **simple action plan** identifying your next steps and deadlines to overcome a challenge and achieve two personal learning or development goals.

Learning or Development Goals	Steps	Date when you will complete the task by	Tick if achieved
1.			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
2.			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**I confirm that this is the work of** *(student's name)*

Tutor Signature:

Date:

## Learner Completion Confirmation

Learning Outcome	Delivery Content	Tick if achieved	Comments
1. Be able to identify their personal qualities, strengths, prior learning, skills and experience.	1.1. List their <b>personal qualities, strengths, prior learning, skills and experience</b> .	<input type="checkbox"/>	
2. Know how to address opportunities and challenges during this learning programme.	2.1 State any potential <b>opportunities</b> and <b>challenges</b> that may be present when looking for further learning or job opportunities.	<input type="checkbox"/>	
	2.2. Give examples of advantages that could be achieved from addressing these challenges.	<input type="checkbox"/>	
3. Know how to plan overcome challenges and achieve personal goals.	3.1. Produce a <b>simple action plan</b> identifying their next steps and deadlines to overcome challenges and achieve their goals.	<input type="checkbox"/>	